



TRANSFER OF WORK PERMIT INSTRUCTIONS

The Gambling Control Act requires that all individuals who are employed as gambling enterprise employees hold a valid work permit. An application for a transfer of work permit (CGCC 022 (Rev 10-02)) shall be made to the California Gambling Control Commission (Commission) when a work permit holder has obtained his or her work permit from the Commission because the local licensing authority does not have a work permit process in place, or is not required by the local licensing authority of a city, county, or city and county.

This application is used **only** for the transfer of valid work permits issued by the Commission. Do not use this form if the current employer or the gambling establishment where you want to transfer is required to obtain their work permits from the local licensing authority. All individuals applying to **transfer** a work permit must complete and submit the following:

1. Application for Transfer of Work Permit (CGCC 022 (Rev 10-02)) signed by the applicant and by the owner/hiring agent/designated agent of the gambling establishment.
2. A 2X2, passport-style color photograph taken within the last 30 days.
3. A photocopy of your current California Driver's License or California Identification Card.
4. A photocopy of your current work permit.
5. A non-refundable \$25.00 transfer application fee. Checks should be made payable to the **California Gambling Control Commission**.

The application for transfer can be mailed to:

**California Gambling Control Commission
Licensing and Compliance Division
P.O. Box 526013
Sacramento, CA 95852-6013.**

For overnight or express delivery please send to:

**California Gambling Control Commission
Licensing and Compliance Division
2399 Gateway Oaks Drive, Suite 100
Sacramento, CA 95833**

By submitting this application, applicants understand that they are seeking the granting of a privilege and acknowledge that the burden of proving their qualifications for a favorable determination is at all times on them.

The applicant accepts any risk of adverse public notice, embarrassment, criticism, or other action or financial loss that may result from action with respect to the submitted application.

Any questions regarding the process of transferring a work permit may be directed to the Commission at the above address or by telephone at (916) 263-0700. You may also find forms and other useful information by accessing the Commission's website at: www.cgcc.ca.gov